

PAF 101—MODULE 4 GRADE SHEET

BASED ON CHAPTERS 7 & 8 revised 7/23/10

Name here:

Societal Category:

Group #:

<u>EXERCISE</u>	<u>MAXIMUM POINTS</u>	<u>YOUR SCORE</u>	<u>COMMENTS</u>
7.1	9	_____	
7.2	6	_____	
7.3	3	_____	
7.4	16	_____	
7.5	4	_____	
8.1	12	_____	
8.2	20	_____	
8.3	6	_____	
8.4	8	_____	
8.5	16	_____	
8.6	14	_____	
8.7	6	_____	
<u>Subtotal for Paper</u>	120	_____	
Points Deducted:			
Late Paper	_____		
Writing	_____		
Organization	_____		
Participation	_____		
Community Service	_____		
<u>Total Points Deducted</u>		_____	
Extra Credit Points:			
Competition	_____		
Speakers	_____		
<u>Total Extra Credit Points</u>		_____	
TOTAL GRADE			
MODULE FOUR	120	_____	#_____

PAF 101 EXERCISES - MODULE FOUR BASED ON CHAPTERS 7 & 8

**** Whenever you use a source in your answer, including all quotes, you must provide an APA-style internal citation and a full APA-style reference in the References page exercise, except for personal communications. HINT: Most of these exercises require citations.**

**** Only attach an article if required by exercise directions. Whenever you attach an article, it must be directly behind the exercise in which it appears, and it must be clearly labeled with the exercise number and letter to which it pertains. Attach only the first page of the article unless otherwise stated.**

Exercise 7.1: Identifying Benefits

Your Total Score: _____ (Maximum: 9 points)

A. State your societal problem. Briefly describe your preferred policy at the local, state, or federal level and identify the primary unit of government responsible for implementing your policy. Your preferred policy is the one you believe will be most successful in dealing with the societal problem. Note: The problem and level you choose do not have to be the same as you used in Module 3, and you may choose a policy that is different than those you specified in Module 3. (3 points)

Part A score: _____

- **State your societal problem here (make sure to specify the geographic location you are focusing on):**
- **Describe your preferred policy to deal with this societal problem here:**
- **Identify the level and primary unit of government responsible for implementing this policy here:**
- **Identify your source of information and explain how it helped you formulate your policy here:**

B. List the three most significant benefits of your policy and assign a rating of significance of 1, 2, or 3 to each item. Each rating can be used more than once. List each item in order from most significant (3) to least significant (1). Justify each rating you have assigned in no more than two sentences. (6 points)

Part B Score: _____

- **List the most significant benefit here:
Rating (1-3):
Justification of rating:**
- **List the second most significant benefit here:**

Rating (1-3):

Justification of rating:

- **List the third most significant benefit here:**

Rating (1-3):

Justification of rating:

Exercise 7.2: Identifying Costs

Your Total Score: _____ (Maximum: 6 points)

List the three most significant costs of your policy and assign a rating of significance of 1, 2, or 3 to each item. Each rating can be used more than once. List each item in order from most significant (3) to least significant (1). Justify each rating you have assigned in no more than two sentences. All financial considerations must be grouped as a single cost. Do not discuss problems with the policy itself, but instead the costs that will arise if it is implemented.

- **List the most significant cost here:**
Rating (1-3):
Justification of rating:

- **List the second most significant cost here:**
Rating (1-3):
Justification of rating:

- **List the third most significant cost here:**
Rating (1-3):
Justification of rating:

Exercise 7.3: Comparing Benefits and Costs

Your Total Score: _____ (Maximum: 3 points)

Calculate the benefit-cost ratio as described in the *Maxwell Manual* and show your calculations below. Then, in one sentence, interpret the ratio. No citation or reference is needed for this exercise.

- **Place the original formula and your calculation of the benefit-cost ratio here:**
- **Write a one sentence interpretation here:**

Exercise 7.4: Analyzing Your Career Preferences

Your Total Score: ____ (Maximum: 16 points)

A. Complete the survey below by placing an “x” next to your preference for a career and then answer the question at the end of the survey. (3 points) Part A Score ____ (3 points)

1. **Salary:** Salary Top 10% ____ Between 10% and 50% ____ Under 50% of income among US workers ____
2. **Hours:** Part- Time ____ Less than 40 ____ No more than 40 ____ 40-60 ____ Over 60 ____
3. **Field Type:** Solely doing good ____ Mostly doing good ____ Doing good and making money ____ Mostly making money ____ Solely making money ____
4. **Proximity:** Very close to where you live ____ Within 3 hours of where you live ____ Across the country ____ Out of the country ____
5. **Travel for Job:** No travel ____ Travel 1-12 times a year ____ Travel once a month ____ Travel once a week ____ Travel more than once a week ____
6. **Economic Risk:** Very risky ____ Somewhat risky ____ Neither risky nor secure ____ Somewhat secure ____ Very secure ____
7. **Working Environment:** Very orderly ____ Orderly ____ Neither orderly nor chaotic ____ Chaotic ____ Very chaotic ____
8. **Region:** Northeast ____ Mid- Atlantic ____ South ____ Southwest ____ Mid- west ____ West ____
9. **Education:** Some high school ____ High school diploma ____ Some college ____ College diploma ____ Graduate education ____
10. **Neighborhood:** Urban ____ Suburban ____ Rural ____

- In no more than four sentences indicate the two most important categories in this survey and why they are important to you here:

- B. Rate the following values on a scale of 1 to 3 in terms of importance for what characteristics your career should have and answer the question that follows the survey.
Part C Score ____ (3 points)

1 – Of Very Little Importance 2 – Somewhat Important 3 – Very Important

1. ____ **Helping Society:** Doing something that contributes to improving our world.
2. ____ **Helping Others:** Being involved in helping other people in a direct way.
3. ____ **Competition:** Engaging in activities that rival my abilities against others.
4. ____ **Creativity:** Creating new ideas, programs, or organizational structures.
5. ____ **Artistic Creativity:** Engaging in creative activities such as painting, writing, or acting.
6. ____ **Knowledge:** Engaging in learning and understanding new things.
7. ____ **Having Power and Authority:** Controlling or influencing the opinions and activities of others.
8. ____ **Public Contact:** Having a lot of day-to-day contact with others.
9. ____ **Working Alone:** Doing projects alone without much contact with others.
10. ____ **Religious:** Participating in activities to better relate to the divine, mystical, or spiritual.
11. ____ **Recognition:** Being recognized for the things I do in a public way.
12. ____ **Physical Challenge:** Doing activities that will require strength, speed, or agility.
13. ____ **Excitement:** Doing stimulating or thrilling work.
14. ____ **Intellectual Status:** Being thought of as an intellectual or an expert.
15. ____ **Change and Variety:** Having responsibilities that frequently change.
16. ____ **Stability:** Having structure and routine in my activities.
17. ____ **Profit-Gain:** Making lots of money.
18. ____ **Fun:** Finding pleasure in what you do.
19. ____ **Working With Others:** Working as a team member toward common goals.
20. ____ **Adventure:** Participating in risk-taking activities.
21. ____ **Independence:** Being my own boss.
22. ____ **Technology:** Working well with machines and tools.

- **In no more than three sentences indicate which value is most important to you and why here:**

C. Rate the following activities using a scale of 1-5 based on your possible interest in the activity, not necessarily your interest in doing the activities as a career. Add the total score for each section and mark it on the line provided (2 points). Part C Score _____

0- Not interested 1- Minimally Interested 2- Not sure 3- Interested 4- Very interested

1. Agriculture, Food & Natural Resources

- _____ Research new ways to produce food
- _____ Care for animals
- _____ Set up traps to catch crabs, lobster, or shellfish
- _____ Manage a farm
- _____ Maintain planted areas of trees, flowers, or shrubs
- _____ **Total**

2. Architecture & Construction

- _____ Design, build, or remodel homes
- _____ Survey roads, property lines, and bridges
- _____ Build roads or bridges
- _____ Install electrical wiring in a building
- _____ Install plumbing and bathroom pipes/fixtures
- _____ **Total**

3. Arts, A/V Technology & Communications

- _____ Write stories or plays
- _____ Broadcast programs on TV or radio
- _____ Design a web page
- _____ Play in a band, orchestra, or music group
- _____ Operate equipment used in radio and TV
- _____ **Total**

4. Business, Management & Administration

- _____ Type or write reports
- _____ Prepare tax records for people or companies
- _____ Manage a store
- _____ Work with computers
- _____ Answer the telephone and greet customers
- _____ **Total**

5. Education & Training

- _____ Teach students to read
- _____ Take care of young children
- _____ Research test data
- _____ Teach a Yoga class
- _____ Coach a team
- _____ **Total**

6. Finance

- _____ Keep track of money
- _____ Sell insurance to people
- _____ Manage a bank department
- _____ Prepare financial records for people or companies
- _____ Help people invest their money
- _____ **Total**

7. Government & Public Administration

- _____ Plan a skate park
- _____ Direct a social service agency
- _____ Participate in fund raisers
- _____ Make regulations to protect the environment
- _____ Develop bills to become laws
- _____ **Total**

9. Hospitality & Tourism

- _____ Escort groups of people on tours
- _____ Serve meals and beverages to people
- _____ Umpire or referee a sporting event
- _____ Plan and conduct activities and trips for tourists
- _____ Manage a hotel
- _____ **Total**

11. Information Technology

- _____ Follow blueprints to inspect electronic equipment
- _____ Use computer applications to create reports
- _____ Repair computers
- _____ Design programs for computers
- _____ Write technical directions for engineers
- _____ **Total**

8. Health Science

- _____ Examine people and give them medical treatment
- _____ Give first aid to patients in an ambulance
- _____ Help an injured person learn to walk again
- _____ Process medical records and correspondence
- _____ Read an X-ray
- _____ **Total**

10. Human Services

- _____ Counsel people in hospitals, clinics, or schools
- _____ Help youth, couples, and families resolve conflict
- _____ Advise people about their nutritional needs
- _____ Hold parenting classes
- _____ Plan activities for community centers
- _____ **Total**

12. Law, Public Safety, Corrections & Security

- _____ Protect lives and property from hazards
- _____ Uncover details of a crime and arrest suspects
- _____ Study legal documents to find information
- _____ Guard money or valuables in an armored car
- _____ Defend someone in court and advise them about laws
- _____ **Total**

13. Manufacturing

- _____ Use small or large power tools to build or repair items
- _____ Use precision devices to make parts
- _____ Use machines to shape, cut, or mold metal, fabric or wood
- _____ Install electrical equipment
- _____ Build robots
- _____ **Total**

14. Marketing, Sales & Service

- _____ Buy clothing and accessories for a department store
- _____ Sell advertising space for a magazine
- _____ Provide beauty treatments for hair, faces, or nails
- _____ Run your own business over the Internet
- _____ Sell houses or land
- _____ **Total**

15. Science, Technology, Engineering & Mathematics (STEM)

- _____ Conduct experiments in a lab
- _____ Use advanced math to solve complex problems
- _____ Study causes of animal diseases
- _____ Study space and the solar system
- _____ Find alternate power sources
- _____ **Total**

16. Transportation, Distribution & Logistics

- _____ Drive a truck to deliver products
- _____ Pilot a ship or airplane
- _____ Drive a bus or taxi
- _____ Operate a train
- _____ Manage a distribution warehouse
- _____ **Total**

- D. Access <http://online.onetcenter.org>. On the home page select “Career Clusters” under “Find Occupations.” From there select the career cluster that received the highest score from above. Choose a job that you would one day like to have. State the career cluster you selected. In no more than 250 words, describe and explain two pros and two cons for you of the job you selected. Be sure to include the education level required for this job position, salary and projected job openings. No citation needed for this exercise. (8 points)

Part D score: _____

- **State the career cluster you chose here:**
- **Explain at least two benefits and costs of the job you selected. Be sure to include the education level required for this position here:**

Exercise 7.5: Analyzing Benefit-Cost Discussion in the News Media

Your Total Score: _____ (Maximum: 4 points)

Using ProQuest Newspapers, or any other print or electronic newspaper source, select a recent (within the past six months) editorial, letter to the editor, or op-ed article that discusses an existing or proposed policy on your societal problem. Attach the entire article directly behind this exercise.

- **State the policy using a direct quote from the article here:**
- **If the author does not use the terms “benefits” and “costs,” discuss what terms are used in place of them here (if the author does use the exact terms “benefits” and “costs” please specify that below as well):**
- **Describe how well the writer evaluates the benefits and costs of the policy here:**

Exercise 8.1: Provide Data for Four Years on A Variable Measuring Your Societal Problem
Your Total Score: _____ (Maximum: 12 points)

A. State your societal problem, and restate the same policy (including the same geographical location) as you stated in 7.1. (2 points)

Part A score: _____

- **Restate your societal problem here, including the geographic location you are focusing on:**
- **Restate the policy here, including the geographic location of the policy:**

B. Select one variable that measures a societal condition that you expect your policy to impact at the same geographic location stated in 7.1. The variable must use or be based on at least one piece of real data from a published print or electronic source. (10 points)

- Provide data for four time intervals. The last must be within the past calendar year. Up to three can be estimated. If you are using academic data, use school years (ex. 2001-2002).
- Data should be set up in a chart as shown in Chapter 8 of the *Maxwell Manual* and using the format below, including all appropriate labels
- Directly behind this exercise, attach a copy of the data you used for your real data point(s). The copy must come from a published print or electronic source.

Part B score: _____

[Title of Chart (variable) Goes Here]		
Time Period	Number of [Variable]	Source or Rationale for Estimation

Exercise 8.2: Calculate Percent Change Using Excel

Your Total Score_____ (Maximum: 20 points)

A. Using the formula presented in the Chapter 8, calculate the percent change between the first and second year of the data presented in 8.1 of your own module. (3 points)

Part A score:_____

- **Write percent change here:**
- **Show the original formula and your calculations here:**

B. Using Excel and the instructions provided to you in Chapter 8, calculate the percent change between each of the four years as well as between the first year and the fourth year for the variable you collected. Show all four percent changes in the format shown in Chapter 8. (14 points)

Part B score:_____

- **Insert Excel chart here:**

C. Describe the pattern or lack of it over the four years. (3 points)

Part C score:_____

- **Describe the pattern here:**

Exercise 8.3: Deciding on the Years to Use for Your Benchmark

Your Total Score: _____ (Maximum: 6 points)

State what three years for which you would set your benchmark. Briefly indicate why you have chosen those years. If your societal problem involves education, you must use academic years.

- **State what three years you set your benchmark for here:**
- **Briefly justify why you have chosen these years here:**

Exercise 8.4: Displaying Your Baseline Forecast

Total Score: ____ (Maximum: 8 points)

Place a trend line graph below that displays your historical data and your baseline forecast for the three years selected in 8.3, followed by a brief justification of the forecast. The gap between the end of your historical data (as entered in 8.1) and the beginning of your forecasted years must be shown on the graph. No citation or reference is necessary for this exercise. Refer to Chapter 8 in the *Maxwell Manual*.

- **Follow the instructions in 8.4 of the chapter to insert a trend line graph, and insert your graph here:**
- **Write a clear justification of your forecast by quoting at least two ideas discussed in 8.4 of the chapter here:**

Exercise 8.5: Setting Your Benchmarks
Total Score:_____ (Maximum: 16 points)

After carefully reading the discussion in Chapter 8, indicate your three benchmarks in the spaces provided below that include the years chosen in 8.3, the benchmark, and the justification. You must use at least two of the five guidelines for setting benchmarks discussed in 8.5 of Chapter 8 in at least two different justifications. No citation or reference is necessary for this exercise.

Complete the chart below: [Title Fully Describing Variable Including Rate or %]

Year	Benchmark	Justification
Year	Benchmark	Justification
Year	Benchmark	Justification

Exercise 8.6: Using Benchmarks to Support your Policy Proposal

Your Total Score: _____ (Maximum: 14 points)

A. Identify a player to whom you would present an oral briefing using the benchmark you developed for Exercise 8.5. List the player's name and title below. (2 points)

Part A score: _____

- **List the player's name here:**
- **List the player's title here:**

B. Place a graph that shows the historical pattern, baseline, and benchmark forecasts below: (8 points)

Part B score: _____

- **Follow the instructions in 8.4 and 8.6 from Chapter 8 to insert a trend line graph, and insert your graph here:**

C. In no more than 3 sentences, describe the specific benefit of the policy as expressed in the above graph. (4 points)

Part C score: _____

- **Place response here:**

Exercise 8.7: References

Your Total Score: _____ (Maximum: 6 points)

- Prepare a list of references that includes all sources for this module.
- Follow the APA format.
- Include all sources used in the exercises.
- **Start References on the next line or on the next page:**